	Department of Science and Technology <b>SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE</b>	Document Code	<b>PM-IRAD-LS-04-02</b>
		Revision No.	0
	<b>PROCEDURES MANUAL</b>	Page No.	1 of 3
SECTION	<b>PRODUCT REALIZATION</b>	Effectivity Date	
SUBJECT	<b>DIGITIZATION AND STARBOOKS CONTENT</b>		

## 1.0 Objectives

To ensure that all physical materials acquired by the STII Library are converted into good quality digital format that:

- are properly recorded and easily retrievable,
- conforms to globally-accepted standards, and
- can be reprocessed to other different formats as needed for current and future use.

## 2.0 Scope

This procedure covers the digital conversion of all physical materials acquired by the STII Library not only through scanning but also via other available modes including content preparation for STARBOOKS.

## 3.0 Definition of Terms

**Archival database** - an organized collection of records in digital format, containing information to be retained for an indefinite period of time, usually for future reference

**Conversion** - a move from one computer system to another, which may entail reformatting data files

**Digital image** - an analog image that has been converted by a scanner or digital camera that can be stored on a computer, manipulated, transmitted electronically, printed, reproduced on film, or displayed on a computer monitor or television screen

**Digitization** - process of converting data to digital format for processing by a computer

**SILMS** - SciNET-Phil Integrated Library Management System


**STARBOOKS** - Science and Technology Academic and Research-Based Openly Operated Kiosk Stations

## 4.0 Records

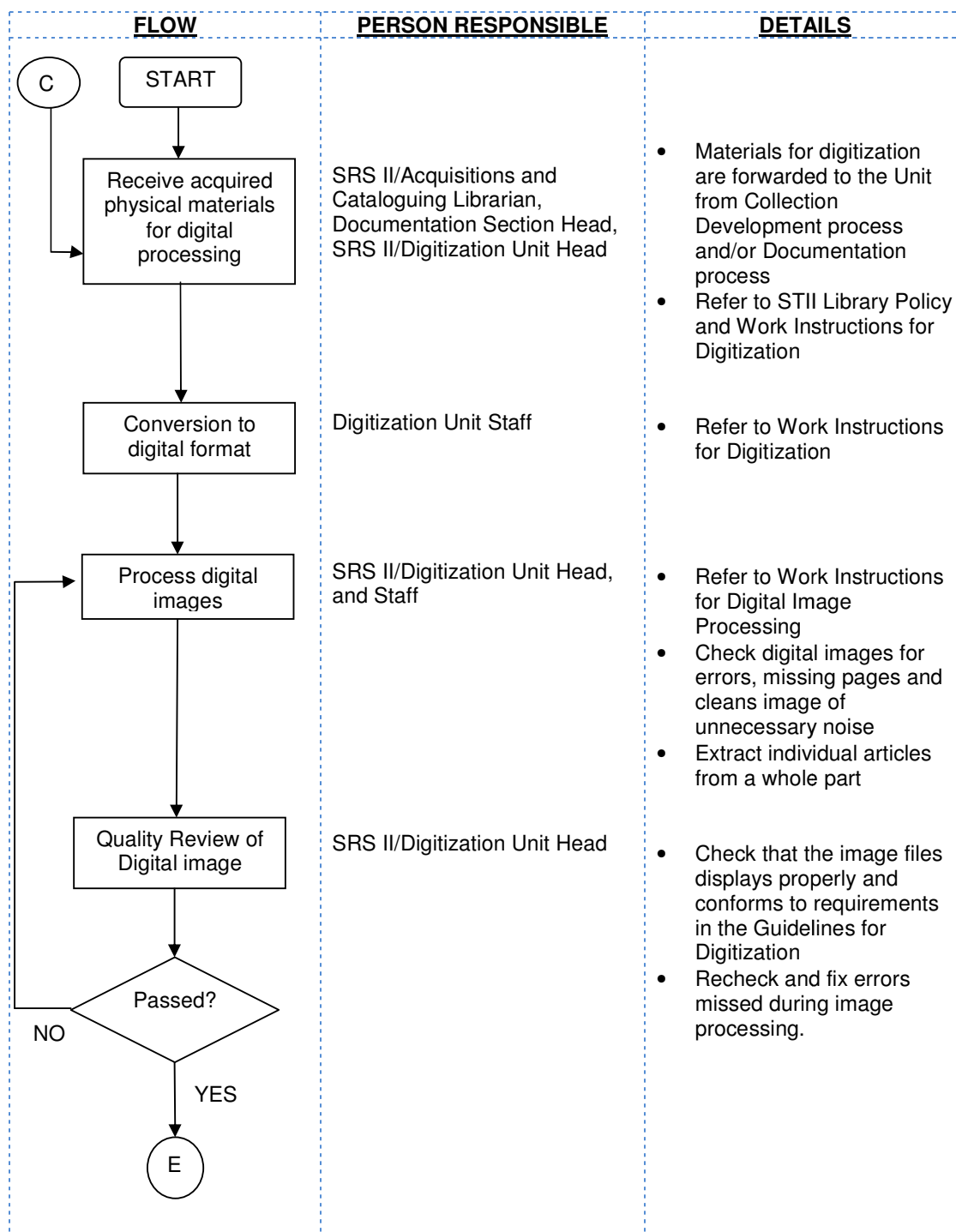
- Digitization Database
- SILMS Record
- STARBOOKS Record

## 5.0 References

- Dictionary of Library and Information Science
- Guidelines for Digitization Projects for collections and holdings in the public domain, particularly those held by libraries and archives, IFLA (2002)
- STII Library Policy Manual
- Technical Guidelines for Digitizing Cultural Heritage Materials: Creation of Raster Image Master Files (Federal Agencies Digitization Initiative (FADGI) - Still Image Working Group), 2010
- Work Instructions for Digital Image Processing
- Work Instructions for Digitization Processing


	Department of Science and Technology <b>SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE</b>	Document Code	<b>PM-IRAD-LS-04-02</b>
		Revision No.	0
	<b>PROCEDURES MANUAL</b>	Page No.	2 of 3
SECTION	<b>PRODUCT REALIZATION</b>	Effectivity Date	
SUBJECT	<b>DIGITIZATION AND STARBOOKS CONTENT</b>		

## 6.0 Procedure



Prepared by:

Approved by:

	Department of Science and Technology <b>SCIENCE AND TECHNOLOGY  INFORMATION INSTITUTE</b>	Document Code	<b>PM-IRAD-LS-04-02</b>
		Revision No.	0
	<b>PROCEDURES MANUAL</b>	Page No.	3 of 3
SECTION	<b>PRODUCT REALIZATION</b>	Effectivity Date	
SUBJECT	<b>DIGITIZATION AND STARBOOKS CONTENT</b>		

